



National Finance Center Customer Notification

Date of Notification: July 13, 2011

Subject: *EmpowHR* Monthly Operating System Maintenance

Database/Customer(s) Affected: *EmpowHR*

Dear Customer:

The monthly Operating System (OS) maintenance will begin at 1 p.m. CST this Saturday, July 16, 2011, for all servers located at George Washington Carver Center, and including all Enterprise Performance Manager Development/Test servers in Kansas City. The servers will be unavailable until approximately 1 a.m. CST, Sunday, July 17, 2011.

The OS maintenance for the Production servers in Kansas City will start at 6 p.m. CST Saturday, July 16, 2011, and be completed by Sunday, July 17, 2011, at 10 a.m. CST.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact the EmpowHR Help Desk at 1-888-367-6955 or via email to nfcempowhr@usda.gov.

DRA/M5-11-121

"Tip of the Week"

Agencies are reminded that entering a request into SPPS to process foreign salary advances automatically **pays and bills** the employee. Please do not enter a separate "request to bill" into SPPS, as this will cause a duplicate bill to be processed.